



# WINTERFOLD PRIMARY SCHOOL



PARENT INFORMATION

BOOKLET 2018

*An Independent Public School*

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## WINTERFOLD PRIMARY SCHOOL

Welcome to Winterfold Primary School. Our school provides a quality education for all students and has a caring, positive and inclusive environment. We are proud of our students' accomplishments and endeavours. Winterfold Primary has dedicated and professional staff who are committed to ensuring academic excellence. I extend a warm welcome to new families and students. My staff and I are looking forward to working with you to support your child's learning. Winterfold Primary School is located approximately five kilometres from Fremantle and has an enrolment of approximately 330 students and a staff team focused on catering for each child's individual needs. The school community is friendly, open and supportive.

As an Independent Public School since 2012, Winterfold has significant additional flexibilities that empower our school community to work in innovative ways to maximise outcomes for our students. Specifically, we are able to select our own staff, meaning that all who work at WPS support our ethos and vision.

Winterfold Primary School promotes optimum learning and a range of opportunities to empower students to access the curriculum. We foster in our students a positive attitude and work to develop resilience to changes and challenges. We strive to develop a commitment to lifelong learning in our students so they will become valued members of the wider community.

Steve Berry - Principal

### ADMINISTRATION

Principal	Steve Berry
Associate Principal	Brendan Hodge
Manager Corporate Services	Brianna Hunter
School Officers	Kelly Cianfarani and Paula Battel
Email Address	Winterfold.PS@education.wa.edu.au
Address	41 Annie Street, Beaconsfield 6162
Website	<a href="http://www.winterfoldps.wa.edu.au">www.winterfoldps.wa.edu.au</a>



### IMPORTANT PHONE NUMBERS

Winterfold Primary School	6274 1900
Winterfold Kindergarten	6274 1927
Education Security	9264 4771
School Watch	1800 177 777

## TERM DATES 2018

Term 1	Wednesday, 31 January	-	Friday 13 April
Term 2	Monday, 30 April	-	Friday 29 June
Term 3	Monday, 16 July	-	Friday 21 September
Term 4	Monday, 8 October	-	Thursday 13 December

## SCHOOL HOURS

8:20am	Students arrive at school
8:25am	Classes Commence
10:25am	Recess
10:45am	Classes Recommence
12:25pm	Lunch
1:10pm	Classes Recommence
2:40pm	School Finishes

## STAFF PROFESSIONAL DEVELOPMENT DAYS 2018

The Department of Education allocates six school development days throughout the year where STUDENTS DO NOT ATTEND. These are days allocated to staff for their professional development.

Our days for 2018 are:

- Term 1 - Monday, 29 January and Tuesday, 30 January prior to students commencing Wednesday, 31 January
- Term 2 - Friday, 1 June
- Term 3 - Monday, 13 August
- Term 4 - Monday, 5 November and Friday, 14 December

**PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL ON THESE DAYS.**

## Public Holidays 2018

New Year's Day	Monday, 1 January
Australia Day	Friday, 26 January
Labour Day	Monday, 5 March
Good Friday	Friday, 30 March
Easter Monday	Monday, 2 April

Public Holidays cont.....

ANZAC Day	Wednesday, 25 April
Western Australia Day	Monday, 4 June
Queen's Birthday	Monday, 24 September
Christmas Day	Tuesday, 25 December
Boxing Day	Wednesday, 26 December

PLEASE NOTE: Tuesday, 3 April (Easter Tuesday) is a WA Government School Student NON - ATTENDANCE Day. This is not a Public Holiday.

## SCHOOL BOARD

The School Board consists of the Principal, staff and parent representatives. The group meets regularly and is vital in the decision making processes and determining the direction of the school. The Board discuss and ratify school priorities, planning, budgets and policies.

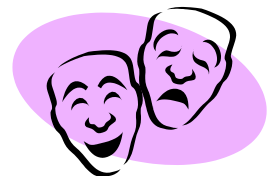
## PARENTS AND CITIZENS ASSOCIATION

Regular meetings are conducted in the library at various times and days to allow maximum parent attendance. The P&C is active in the school, fundraising for extra items to support the educational programs at the school. The P&C also acts as a conduit to provide feedback to the School Board about issues that arise and proposed changes or plans. If you can spare some time to join this group you will get to know some of the other valued school community members.

## SPECIALIST PROGRAMS

### DRAMA

A specialist drama teacher is employed two days a week at Winterfold Primary. Students from Year 1 to Year 6 attend a Drama session each week in the Performing Arts Centre.



### LOTE (LANGUAGES OTHER THAN ENGLISH)

Our students have access to Italian language instruction, each week with a LOTE teacher.

### MUSIC

A specialist music teacher is employed two days a week at Winterfold Primary. All classes access a music session each week in the Performing Arts Centre. Fremantle College provides instrumental instruction for selected students (Years 5-6). These lessons are taken at the college once a week and initially instruments are available for hire.

## PHYSICAL EDUCATION

Our school has employed a specialist physical education teacher to work with students from Years 1 to 6. Our students also participate in carnivals, specialist coaching sessions and cross country events, as well as Interschool events.

## INFORMATION TECHNOLOGY

Children from Pre Primary to Year 6 are encouraged to use Learning Technologies across all curriculum areas. To facilitate this, students have access to classroom computers and a Computer Laboratory. The school has 45 Ipads and all classes have Interactive White Boards or touch panels. Each class has at least one session per week in the Computer Laboratory with their class teacher. A Student Internet Access Contract is sent home upon enrolment to be discussed and signed by parents and students.

## SCHOOL PREMISES

### AFTER HOURS CHILD CARE

Horizons Childhood Learning Centres operates an Out of School Hours Centre on site every afternoon and at their Hampton Road Centre prior to school starting. Vacation Care is also provided by Horizons at the school site during school holidays. For further information please contact them directly on 9433 3911.

### DOGS ON SCHOOL PROPERTY

Dogs are not permitted in the school grounds due to health and safety reasons.

### BIKES, SCOOTERS AND SKATEBOARDS

Students who bring bikes to school need to house them in the bike rack, with a lock to secure it. **For safety reasons children must walk their bike into the school and through the school grounds. Students riding bikes must wear a helmet.** Bikes, scooters and skateboards are not permitted on school grounds after school hours, as they cause damage and can be a safety risk to others.

### VEHICLE PARKING

All aspects of parking are at a premium at Winterfold Primary School. The staff car parks which are located on Annie Street and Wardle Place are for staff only. Parents are asked not to use these parking areas as a drop off zone or pedestrian thoroughfare. Parking for parents is provided along Annie Street in the marked bays. Please use the marked bays when dropping off and collecting children. **Please do not double park when dropping off and collecting children for safety reasons.** Parents are strongly encouraged to drop older students a few blocks from the school to walk the last

part, both for exercise and to allow more parking access for parents of younger students. Kindy parents are asked to use only the Kindy Carpark west of the Kindy. Please do not use Wardle Place to drop students off. Thank you for your co-operation.

Students are encouraged to be at school no earlier than 8.15am. Prior to 8.15am, students should sit on the Admin bench until they are dismissed to class.

## CANTEEN

A canteen currently operates at Winterfold Primary School three days per week on a volunteer basis. Recess and lunch should be pre ordered at the canteen before school. A limited range of recess is available at the canteen during the recess break. The canteen is run by volunteer parents. If you are able to assist in any way please see the ladies in the canteen or leave your details at the front office. Unfortunately if there are no volunteers, the canteen will not be opened. We are always short of assistance in the canteen. Please consider helping out.

## DRESS, APPEARANCE AND PERSONAL EQUIPMENT

In order to avoid injuries to feet, suitable footwear is required. The wearing of thongs is unacceptable. High heeled shoes, jewellery, make-up, items of value, mobile phones and nail polish have no place at school during normal school hours. Earrings should be of the 'sleeper' or stud type only. Wrist watches are acceptable. Should there be reasons why a student cannot comply with the uniform requirements, parents will need to arrange an interview with the Principal to receive an exemption. No valuables or toys are to be brought to school. If it is vital for students to have a mobile phone these need to be checked in at the Front Office each morning and collected at the end of the school day. A "Parent Authority" note (available at the front office) will need to be completed if a student wishes to have a mobile phone at school. The school does not accept responsibility for any item of value brought to school.

## UNIFORMS

The School Board has endorsed the Dress Code Policy and recommends the wearing of our school uniform. The Dress Code Policy is included in each child's enrolment package and is to be discussed, signed and returned to the school. Our uniform consists of various suitable clothing in maroon, white and grey. Runners, sandals or other covered, flat shoes are required to be worn at all times. Uniforms are sold by P&C volunteers from the Uniform Shop located in the Under Cover Area. Check with the front office for opening days and times for 2018. The uniform shop accepts cash and EFTPOS facilities are available. Alternatively, order forms can be completed and paid for at the front office, **by cash only**, to be forwarded on to the Uniform Co-ordinators. Second hand uniforms are usually available from the Uniform Shop. A "No Hat No Sun" policy operates throughout the year and the P&C kindly donate a wide brimmed hat to each new student. ALL CLOTHING MUST BE LABELLED WITH YOUR CHILD'S NAME

## EXCURSIONS/EDUCATIONAL VISITS

All classes are encouraged to undertake excursions during the year as part of the educational program planned by the classroom teacher. A note detailing excursion details, costs and permission slip will be sent home prior to all excursions. The permission slip with payment must be signed and returned before students can attend the excursion.

Excursions in the immediate area around the school may be undertaken from time to time and a covering letter will be sent home by the classroom teacher about these. Upon enrolment a Local Excursion - General Consent Form is signed and covers those events during the year.

## PHYSICAL EDUCATION AND FITNESS

Students participate in a fitness program on most mornings. Years 4-6 participate in senior sport activities once a week. There are three factions at Winterfold:-

- Dolphins - Blue
- Marlins - Yellow
- Mantas - Green

Throughout the year students participate in a Cross Country Carnival, Athletics Carnival, Interschool Carnival and Swimming Carnival fostering team spirit and good sportsmanship.

## IN-TERM SWIMMING

Swimming lessons form part of the school's Physical Education program. In 2018 Pre Primary to Year 4 will be attending lessons at the Fremantle Leisure Centre, whilst our senior students attend beach swimming lessons at Coogee Beach. Years 5 - 6 will attend in Term 1 and Pre Primary to Year 4 later in the year. All students are strongly encouraged to participate as it is an important part of the Physical Education Curriculum.

## MEDICATION

Parents are required to fill in a Department of Education form before medication can be administered during school hours. All medication needs to be stored at Front Office where the Admin Staff will supervise its distribution. In some cases, the Administration of Medication Form will need to be signed off by a general practitioner.

## INFECTIOUS DISEASES

The following diseases may require exclusion from school:

Chicken Pox	Conjunctivitis	Diphtheria	German Measles
Glandular Fever	Pediculosis (Mumps)	Poliomyelitis	Impetigo
Ringworm	Scabies	ScarletFever	Measles
Trachoma	Dysentery	Whooping Cough	Hepatitis



Please check with the Principal for length of exclusion in each case. If in doubt please check with your doctor.

## VOLUNTARY CONTRIBUTIONS 2018

Parents are asked to contribute towards school finances for additional resources to enhance the teaching programs with items such as sports equipment, library materials and other educational requirements not supplied by the Department of Education. This should be paid at the commencement of the school year at the school office. The amount for the 2018 Voluntary Contributions is set by the School Board. The contribution for 2018 is \$60.00 per child for Kindy through to Year 6. Also approved by the School Board is the introduction of the P&C Voluntary Contribution of \$20 per student.

A contributions schedule is sent home at the end of the year outlining possible additional expenses for the next year. A copy can also be accessed through the front office at the beginning of the year. Payment can be made by cash, cheque, EFTPOS or direct deposit.

## FOUR YEAR OLD KINDERGARTEN

Our Four Year Old Kindergarten program will offer two groups in 2018 structured on a two week cycle:

Starfish Group: Week 1 - Monday and Tuesday, Week 2 - Monday, Tuesday and Wednesday.

Seahorse Group: Week 1 - Wednesday, Thursday and Friday, Week 2 - Thursday and Friday.

## PLEASE REFER TO THE KINDY PLANNER FOR EXACT DAYS AND DATES FOR 2018

Both groups will run at our on-site centre for full days, 8.25am to 2.40pm. A separate Information Booklet for the Kindergarten program is available from the front office. Once enrolled, Kindy students are expected to attend every day, with an attendance rate of below 90% placing children in the "Educational Risk" category.



## PRE PRIMARY

The Pre Primary Centre is on-site and offers a full day program 5 days a week (8.25am - 2.40pm). Our program is based on a developmental philosophy catering for children's needs as they develop through the year. It is a hands on program based on learning through play. The children have the opportunity to integrate with the whole school through sharing lunch each day, joining in with special activities and events as well as the use of the Computer Lab and Library. Regular attendance is mandatory, with an attendance rate of below 90% placing children in the "Educational Risk" category.

## ATTENDANCE

Daily attendance and punctual arrival of students is compulsory as laid down in the Education Act; this includes Kindy and Pre Primary students. Acceptable reasons for absence from the school are for illness, medical and dental appointments. Students taking "In-Term" holidays will require parents to fill in the appropriate form available from the front office. Parents need to write a note to their children's teacher or see the class teacher personally giving the reason for any absence from school. Students must NOT leave the school grounds without written permission from parents/carers. Unless otherwise advised, it will be assumed that information supplied will be accurate for the current school year. When collecting a child from school before the end of the school day parents are required to collect a Leave Pass at the front office and hand it to the teacher. Late students must report to the office before going to their classroom. This is recorded as 'late' and students are issued with a Late Slip. Parents should note that Literacy lessons are frequently held first thing in the day and students who are late will miss those lessons. Again, a student whose attendance falls below 90% is considered to be Educationally "At Risk" of not achieving.

## REPORTS

Reports will be issued at the end of Semester 1 and 2 in 2018. Parent information meetings with the class teacher will be held early Term 1. If at any time you wish to discuss any issues with the classroom teacher please phone to book a time during the teacher's non-contact time or after school. Meetings before school are not encouraged as staff are busy preparing for the day.

## PERSONAL SCHOOL REQUIREMENTS

The booklists (Personal Items List) are issued to students in November/December in readiness for the following year. Parents have the choice to choose their own supplier. Spare booklists are available from the front office. We do our very best to keep these costs to a minimum.

## DENTAL THERAPY CENTRE

Beaconsfield Dental Therapy Centre offers a free dental service for all students enrolled at the school (Pre Primary - Year 6). Consent forms are available from the Dental Centre by telephoning 9335 8758.

## CODE OF CONDUCT

At Winterfold Primary School we strive to create a positive, safe and supportive learning environment. We recognise we must establish high quality relationships between students, staff and parents as we work co-operatively to achieve our goals. Together, we aim to develop a sense of responsibility for behaviour, respect for others and respect for property, in all students.

## RIGHTS AND RESPONSIBILITIES

All members of the Winterfold Primary School community have rights and responsibilities. By meeting these responsibilities we ensure our rights are preserved.

### Students have the right to:

- Learn in a supportive environment
- Work & play in a safe, secure, friendly and clean environment
- Respect, courtesy & honesty
- Be heard

### Students have the responsibility to:

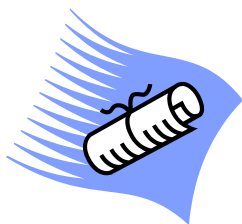
- Ensure their behaviour is not disruptive to the learning and well-being of others
- Keep the school environment clean & secure
- Be punctual, polite & prepared
- Follow School Rules

### Staff have the right to:

- Respect, courtesy & honesty
- Teach in a safe, secure, friendly and clean environment
- Teach in a non-disruptive environment
- Co-operation and support from parents and colleagues
- Be heard

### Staff have the responsibility to:

- Model respectful and courteous behaviour
- Ensure students understand the rules
- Establish positive relationships with students, parents and colleagues
- Establish and maintain good organisation, planning and teaching practise
- Keep appropriate records of student achievement and behaviour
- Provide regular and relevant feedback to students on their performance/progress
- Report students' progress to parents



### Parents have the right to:

- Be informed of their child's academic, social and behavioural progress
- Be heard in an appropriate manner and forum
- Expect their child to participate in meaningful and relevant learning programs

### Parents have the responsibility to:

- Ensure their child attends school punctually
- Endeavour to provide their child with appropriate materials/equipment
- Support the school staff and learning programs
- Participate in the school community

## COMPLAINTS HANDLING

We will make every effort to promptly resolve disputes and complaints lodged with us according to the Department of Education Complaints Management protocols. Parents are encouraged to discuss issues early and with the class teacher in the first instance.

Admin are always available and willing to discuss and issues with parents.

## GUIDELINES FOR BEFORE AND AFTER SCHOOL

Winterfold Primary School is committed to ensuring that our students are safe before, during and after school. These guidelines are intended to assist parents to support the school and its vision for our students.

## BEFORE SCHOOL PROCEDURES

### Overview

Our school starts quite early and this is to negate the effect of Christ the King traffic. We are aware that this early start can be challenging for some parents, but ask you to have your children at school on time, as late students miss out on essential learning opportunities and disrupt the learning of other students.

### Guidelines

The best time to arrive at school is between 8.15am and 8.20am, whereupon students may go straight to class where their teachers will supervise them to set up for their learning for the day (unpack bags, chairs out etc).

Students who arrive at school before 8.15am need to go straight to the Admin Block bench where they will be supervised until released to their class at 8.15am.

Students arriving after 8.25am must go through the front office, collect a Late Note and present it to their teacher.

Games and activities are not permitted before school as we cannot provided duty teachers as they are busy setting up for the day's learning.

## AFTER SCHOOL PRECEDURES

### Overview

It has long been the practice at WPS to not allow students to play on playgrounds after school because of duty of care issues. However, this has impacted on some of our parents who have asked if this can be relaxed. It should be noted that the issue of Duty of Care whilst playing after school does not relate to parents who are supervising their own children. The issue has always been about the unsupervised students that are attracted to the playground.

## Guidelines

- Students who are under the *DIRECT* supervision of a parent or carer may play *ONLY* on the playground on the oval until 3.30pm. The use of other playgrounds has Duty of Care implications for WPS staff so these are not to be used.
- Students being collected by another parent or carer, and who will leave the school site with that person, are considered to be under the supervision of that person

Students who do not meet the above 2 points may not play on any school equipment and are to leave the school promptly at 2.40pm as per normal.

Parents at the oval playground after school need to establish amongst themselves that all students at the playground are being directly supervised by an adult who holds the Duty of Care for that student/s as per the two first dot points.

Students not being directly supervised by a person holding the Duty of Care for them need to be asked to leave the school grounds by supervising parents at the playground, and if there are issues with this not happening, the school office needs to be notified by a parent at the playground.

If parents become aware that there are any safety or maintenance issues related to the oval playground, they should notify the school office. Supervising parents should ensure that children use the playground in appropriate ways (ie keeping sand within the playground area).

